Guidelines and Checklist
for Nominator
to Compile the Application

To be accepted for consideration, nominations must include:
Six collated sets of application materials.

Six sets of Nomination Materials need to be collated using the following guidelines for the reason that all application materials will be 3-hole punched at the Montana Arts Council office and placed in ring-binders. Each binder will contain an application from each of the nominees. Each Poet Laureate panel reviewer will receive a ring-binder.

Guidelines Checklist

- ☐ DO NOT STAPLE any page in the collated sets of application materials.

- ☐ Do Not Use**:** plastic sleeves, cover sheets, comb or spiral binding, pocket folders or other presentation materials.

- ☐ Do Use: 8-1/2" x 11" White paper. Use one side only.

- ☐ Do: Leave enough margin on the left-hand side of the materials to allow for 3-hole punching.

- ☐ Did you: Create materials in manuscript form using either computer-generated or machine typed text? Materials hand-written or produced with a dot-matrix printer will **NOT** be accepted.

- ☐ Do use: **12-point type font** or larger for all materials**.**

- ☐ Did you: Make one set of originals and five sets of copies?

- ☐ Did you: Collate [group] materials as six sets following the #1- #7 sequence [see checklist], with #1 on top and #7 on the bottom of each set?

- ☐ Did you: Place the set of originals on top?

- ☐ Did you: Separate each set with a blank sheet of paper or binder clip?

- ☐ Did you: Provide copyright information where appropriate? All submissions become part of the public record. Both published and non-published poetry may be submitted.

- ☐ Did you: Offer the photographer's name [headshot of your Poet Nominee] so that we might credit them in press releases?

- ☐ Did you: Make a copy of your application, [attach the checklists] for your records?

- ☐ Did you: **Leave enough time for regular mail delivery?**
  Deadline is April 29th, 2011 at 5:00 p.m. This is an in-house deadline and not a postmark deadline.

Application Materials Checklist

☐ #1: Poet Nomination Form [signed by Poet Nominee].

☐ #2: Nominator's Form [signed by the Nominator].

☐ #3: Cover Letter [From Nominator] Use no more than 2 pages to introduce your poet nominee, offer reasons why they meet all criteria, and offer examples of why they have advanced poetry in Montana.

☐ #4: Poet's Bio/Resume/ Curriculum Vitae. Use no more than 2 pages [compiled by Poet].

☐ #5: Supplemental Materials: Poet's Awards, Press Releases, Letters of Recommendation [Not required, but recommended], list of published books or anthologies, which include the work of the poet nominee [no vanity press titles]. Use no more than 4 pages to address the criteria of exemplary professionalism [compiled by Poet and Nominee].

☐ #6: Ten poems: Use no more than 15 pages. See guidelines.

☐ #7: Photograph of the Poet Nominee. Please offer a high quality headshot [close-up shot] in either black and white or color. This is the photo that will be used for publicity purposes.